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15 September 1952

MEMORANDUM FOR: The Evaluations Officer for Each Major Organizational Component in LEP

SUBJECT: Notice of Meeting of 24 September 1952

A meeting for all Evaluations Officers, and the temporary training officers for the Personnel Evaluation Report program, will be held on Wednesday 24 September at 10 a.m., Room 1123 Eye Building.

The purpose of the meeting is for basic briefing and for discussion of all phases of the Personnel Evaluation Report training program. Representatives of the Personnel Office, including the placement officers who service the various organizational components represented, will be present to clarify problems pertaining to personnel procedures and to the Career Service Program.

The Office of Training will conduct as many as three training meetings for supervisors in each major organizational component of the Agency. The balance of the meetings required will be conducted by a temporary training officer selected from within each major component specifically for Personnel Evaluation Report training.

It will be a considerable advantage for each organizational component to have someone of its permanent staff thoroughly qualified to conduct such training meetings as they may be required in the future. It is therefore suggested that each Evaluations Officer bring a temporary training officer with him to the meeting on the 24th, unless the Evaluations Officer himself will carry out the training function.

Attached is a suggested form for a memorandum to be used by Evaluations Officers to advise supervisory personnel of scheduled training meetings. The Evaluations Officer has the responsibility for (a) notifying personnel who are to attend P.E.R. training meetings, (b) scheduling the meetings, and (c) obtaining a suitable meeting room.

This first meeting on 24 September should not take more than one hour. prepared to ask any questions you have regarding the Personnel Evaluation Report training program.

If you have questions you would like to take up before 24 September, please call [redacted], Chief, Management Training Division, or [redacted], on extensions 2761-2.

for [redacted]  
Director of Training

Information copies to:

All offices with covert personnel

Attached:

Suggested Notification Form

25 YEAR RE-REVIEW

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